



*Regional Telecommunications Council*  
1625 Highway 150 South

Calmar, IA 52132 ☎ (563) 562-3263

**Region I Telecommunications Council**  
**Tuesday, June 26, 2012 and E-mail Vote**  
**1:00-2:30 PM**

**Via ICN (Res. #556528)**

**\*Peosta (5) to Calmar IT (8), Elkader-AEA (3), Des Moines-Dept. of Ed (142)**

- I. The regular meeting of the Regional Telecommunications Council was held via the ICN. Members in attendance and the constituency they represent were:

Chris Ostwinkle	RTC Chairperson
Duane Willhite	School Administrators of Iowa
Adam Forsyth	Independent Colleges/Universities
Holly Barnes	Iowa Department of Education
Rhonda Sheeley	Area Education Agency Board
Karen Randall	Iowa Public Television

Members Absent:

Robert McCabe	Iowa Association of School Boards
John Noel	Community College Trustees
Mari Eitel	Recording Secretary

Guests Attending:

Bob Kurdelmeyer	NICC Telecommunications Coordinator
Joe Tjaden	Iowa Communications Network
Brandon Henderson	NICC Distance Learning Coordinator

II. Updates:

- a. Approval of September 6, 2011, Minutes – Motion by Holly Barnes, Seconded by Duane Willhite to approve the September 6, 2011, Minutes. Motion Carried.
- b. Elections
  - i. Current council administration consists of:  
Chair: Chris Ostwinkle  
Secretary: Mari Eitel
  - ii. Election was held for the position of Vice-Chair. Results: Rhonda Sheeley was nominated for the position. The motion was set forth

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**Area I RTC**

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*Holly Barnes*  
IA Dept. of Education  
(515) 242-6173

*Adam Forsyth*  
Independent Colleges/Universities  
(563) 387-1402

*John Noel*  
Community College Trustees  
(563) 562-3263, ext. 202

*Christopher Ostwinkle*  
RTC Chairperson  
(563) 556-5110, ext. 256

*Karen Randall*  
Ia Public Television  
(563) 245-1480

*Rhonda Sheeley*  
AEA Boards  
(563) 245-1480

*Robert McCabe*  
IA Assoc. of School Boards  
(563) 921-2455

*Duane Willhite*  
School Administrators of Iowa  
(563) 422-3851, ext. 5

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by Adam Forsyth, seconded by Holly Barnes. No objections – the motion to elect Rhonda Sheeley as Vice-Chair carried.

- c. Clarification of new voting procedures
  - i. ICN now requires a quorum of RTC members for any voted action (e.g., funding approval).
  - ii. Six voting members must be present to meet the quorum
    - 1. Two open seats for the Region I RTC: Provide referrals to chair.
- d. New reporting procedures
  - i. Monthly logs: Copy RTC chair when sending reports to the ICN
    - 1. ICN is moving to a standard reporting system. Previously it was difficult to track hours and usage due to local tracking procedures. The ICN has created a uniform, Excel spreadsheet system that the Network Specialist and ICN Regional Scheduler will use to tack hours and duties.
    - 2. Chris asked Bob to clarify the system for reporting used by the Video Technicians. Bob is responsible for submitting service desk reports to the ICN, which he then approves and returns to the ICN.
- e. Regional Support Services Plan and Budget Template FY 2013 Report
  - i. Funds distribution
    - 1. Under the old system, funds were distributed once a year. The new guidelines specify that funds will be released twice a year:
      - a. Once the RTC plan has been submitted the first half of RTC funds will be released
      - b. The second half will be distributed in January or February contingent upon the ICN receiving all required documentation
  - ii. Vote:
    - 1. Chair Ostwinkle referred the group to the Regional Support Document. A review of the document was completed. He then asked for suggested changes to the distribution of

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funds, which has typically been a 60/20/20. No modifications were suggested for the current distribution system.

2. A quorum was not met during this meeting. Therefore, Chair Ostwinkle suggested that the vote on the Regional Support Document be submitted by e-mail. No objections – the motion passed.

### III. Staff Reports\*

- a. Brandon Henderson: Alternate Regional Scheduler
  - b. Bob Kurdelmeyer: ICN Video Technician
  - c. Karen Randall, Keystone AEA Computer Networking Specialist
- \*see RTC report for additional details

### IV. Discussion

- a. NICC's Room Conversion
  - i. Chair Ostwinkle discussed room and equipment updates to NICC ICN locations.
- b. Report from Joe Tjaden
  - i. ICN is working on a variety of projects including services to hospitals and courts. Additional fiber build outs are in progress across the state.
- c. Other
  - i. Proposal from Keystone AEA regarding \$3,000 in funds. Keystone requested access to the funds to build out bandwidth infrastructure. Chair Ostwinkle proposed a vote to approve the request. Voting members will respond by e-mail to the Chair.
  - ii. FY 2013 meeting dates: November 6, 2012 and June 4, 2012.

### V. Adjournment

The meeting adjourned at 2:00 p.m.

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## E-mail Vote

Due to a lack of quorum at the official meeting of June 26, 2012, an e-mail announcement and vote was held the week immediately following. The e-mail read as follows:

Hello Everyone,

Thanks to all that attended last week's RTC - Region 1 meeting. As discussed during the meeting - the state requires us to have at least 6 voting members present and able to vote for all budget related items. Since we had only 5 eligible voters present - we are voting on the budget items via e-mail. I have contacted the state (ICN) to verify that this is permissible - and we have the OK to move forward in this fashion.

We need to vote on two items:

- 1) The "Regional Support Services Plan and Budget Template FY2013" document.
- 2) The "Proposal for RTC Balance Carryover Funds"

Please note that the dollar amount for item #2 above is \$3,086.43.

I have attached both documents/items to this e-mail. When you respond (to me only) - please tell me your vote for both item #1 and item #2. Please label both very clearly in your reply. I would appreciate your response by July 6, 2012.

Thanks,

Chris

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All votes were returned by e-mail (with the exception of member Karen Randall who works for the local AEA and would directly receive/benefit from funds and abstained) and the vote for both items #1 and #2 was 6-0-1 (yes, no, abstain).

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